

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
APRIL 09, 2008**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 09, 2008 in the City Hall Commission Chamber.

CALL TO ORDER

Chairman/Planning Director Ed Williams called the meeting to order at 9:08 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Planning Director Ed Williams, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, Chief Planner Tim Wilson, Public Works Director Designee Don Cochran, City Engineer Art Miller, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Building Official Harol “Skip” Lukert, and Economic Development Director Dolores Key.

Others: Executive Assistant to City Manager Andrea Vaughn, Planner Brandon Byers, Planner Regina McGruder, and Planning Technician Lorena Blankenship.

ABSENT:

Utilities Director Charlie Tinch and Fire Marshal Tom Anderson

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held March 26, 2008.

Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

DRC BUSINESS

2. Roper YMCA - Site Plan

Ken Strong and Jim Myers, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the April 04, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the April 03, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 1, drive aisles shall be 24' wide. The outside parking spaces will be allowed at 18' depth since overhang area is provided. It is noted that the "header" curb that will prevent vehicles from encroaching onto grass and landscape areas. Discussion took place in regards to comment # 7, all driveways shall meet the City's commercial driveway requirements as specified in Code: 24' minimum width – 36 maximum, including transitions; 15 minimum side setback from property line.

Comments included in the April 01, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed. Discussion took place in regards to comment # 4, the developer must demonstrate that roof drains are diverted into the drainage system without flooding the parking area or driveways, except for the Wellness Addition, which is already shown on Sheet C1 of 4. Discussion took place in regards to comment # 25, the developer must include an ADA accessible route from the sidewalk on Marshall Farms Road to the sidewalk internal to the project.

Comments included in the April 04, 2008 memorandum from the **Fire Department** were acknowledged.

Motion by City Engineer Miller to place the Site Plan on the next available City Commission meeting provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) within 3 days following this meeting, by noon on Monday April 14, 2008. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.

3. Dillard Commons, Pre-Plat

Chief Planner Wilson informed the Committee that the Applicants for Dillard Commons Development have requested to be re-scheduled.

4. 705 Hennis Road, Site Plan

Darcy Urane, Jeff Confield and Tom O'Keefe, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the April 03, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed. Discussion took place in regards to comment # 1, the developer must provide a traffic concurrency study indicating the amount of traffic the proposed development will generate. After discussion the Planning Staff agreed to accept a report in regards to the number of trips generated by the proposed project.

Comments included in the March 28, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Mr. Miller placed emphasis in regards to comment # 6, at the sanitary/water main crossing, the sanitary line invert is called out at 83.20, but the invert downstream at the entrance manhole is at 92.41-verify inverts. A sanitary lateral has already been stubbed out from the entrance manhole to serve this site. Discussion took place in regards to comment # 7, all irrigation on the site shall be designed to be supplied by reclaimed water. The irrigation tap shall be connected to the 8" reuse water line on the west side of Hennis Road. Discussion took place in regards to comment # 10, Hennis Road is swale drainage, the developer needs to revise driveway to provide swaled section to maintain existing roadside drainage; provide cross section of driveway.

Comments included in the March 17, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed. Discussion took place in regards to comment # 1, the drainage pipe cannot be located in the landscape area or in a flower bed. The inlet has to be located in the lowest spot of the parking lot. Also, the drainage pipe has to be 15 feet minimum away from the building.

Comments included in the March 12, 2008 email from **The Fire Department** were acknowledged.

Comments included in the March 27, 2008 memorandum from **Building Official** were acknowledged.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

5. Story Road Business Park (Lots 19&20), Site Plan

Kim Fisher and Don Strube, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the April 03, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed. Discussion took place in regards to comment # 2, concerning the traffic concurrency study. The developer was informed that an ITE trip generation report will be acceptable. Discussion took place in regards to comment # 8, provide a 5' sidewalk along Business Park Boulevard frontage. Discussion took place in regards to comment # 3, concerning the set backs. City Engineer Miller clarified that the City Code indicates that if the City takes right of way, the developer will receive relief in regards to the set backs. Discussion took place in regards to comment # 11, concerning the landscape required along Business Park Boulevard.

Comments included in the April 02, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 1, concerning the right-of-way dedication along the Story Road frontage.

Comments included in the March 28, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed. Discussion took place in regards to comment # 6, the developer must provide street lights on Story Road adjacent to this project. The street lights have to be dark sky lighting.

Comments included in the March 28, 2008 email from **The Fire Department** were acknowledged.

Comments included in the March 27, 2008 memorandum from **Building Official** were acknowledged.

The developers indicated that they would like to rotate the proposed building. The developers were advised to meet with Planning Director Ed Williams to discuss some of the issues related to the rotation of the building. The developers were also required to submit revised plans.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.

6. Crown Point Business Park (Lot 5), Site Plan

Paul Stankay and Peter McCauley, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the April 03, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed. Discussion took place in regards to comment # 2, concerning the traffic concurrency study. The developer was informed that an ITE trip generation report will be acceptable.

Comments included in the April 02, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 7, all irrigation on the site shall be designed to be supplied by reclaimed water. The irrigation tap shall be connected to the 8" reuse water line on the west side of Hennis Road. The developers were advised to coordinate with the Public Services Department.

Comments included in the March 18, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed.

Comments included in the March 12, 2008 email from **The Fire Department** were acknowledged.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:28 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship